

## 5. Transaction Process Rehearsal Worksheet

1. Ask for the WIC **check** from the WIC customer.
2. Verify the **date**.
  - *Is the check valid for use today?*
3. Scan the food items one-by-one and make sure each item is **approved** and **authorized** on the check.
  - *Is the food item authorized (listed on the WIC check)?*
  - *Is the food item approved according to the WIC Approved Foods List?*
4. Write the **total** amount purchased on the WIC check.
5. Get a **signature**.
  - *There is no need to check identification, but do check that it is signed.*
6. Give WIC shopper their **receipt**.

